

TABLE 9.3. LEARNING AND PERFORMANCE ACTION PLAN

Participant's Name:		Training Professional's Name:		
				Date
PART I				
Participant determines an area of desired improvement and develops an objective that is compatible with the learning program and the goals of the participant's work unit; that is, the learning program must make some contribution to the participant's ability to achieve the objective.				
A. Learning Objective:				
B. Action Steps:				
Action step:		Expected result:		
Action step:		Expected result:		
Action step:		Expected result:		
Action step:		Expected result:		
Action step:		Expected result:		
C. Plan Execution		Following completion of the training, the participant immediately begins to execute the action steps in Part I and sustains execution for a predetermined time established by the training professional for data collection purposes.		
PART II	Date Part II Completed: _____			
D. Results		Participant documents results during the subsequent weeks or months. When notified several weeks or months following the training, the results are provided to the training professional for analysis and reporting.		
1. Document a success that illustrates how you achieved results that contributed to your work unit's goals.				
2. Document how that achievement contributed to improving quality, customer service, work output, or other key performance measures.				
3. Document other results you would like to share.				